



## Vacancy Announcement

Kenya Association of Manufacturers (KAM), the representative organization for manufacturing and value-add companies in Kenya, is seeking to competitively fill the following position: -

**Title:** WIM Program Officer

**Department:** Corporate Communications and Marketing

**Reporting to:** Head of Corporate Communications and Marketing

**Supervises:** None

**Location:** Nairobi

**Availability:** Immediate

**Contract Type:** Fixed Contract – 10 months renewable subject project continuity

**Job Purpose:** The Women in Manufacturing Project seek to enhance the competitiveness of Kenyan Women in Manufacturing (WIM) through interventions toward inclusivity and participation at the counties, regional and national levels.

### Duties and responsibilities

- With guidance from the Head of Corporate Communications and Marketing, design a methodological approach and tools for project implementation.
- Approach potential partners for technical contribution and cooperation/partnership to help sustain WIM platform.
- In coordination with KAM Corporate Communications and Marketing team, ensure the Gender Based Violence (GBV) e-learning platform is fully operational.
- Mobilize SMEs and ensure all who have registered under the e-learning platform have completed the training.
- Review GBV e-learning content to ensure it is aligned to Kenyan context, including gender policies.
- Provide support towards events management by planning, developing programs and ensuring proper documentation for each event/conference.
- Mobilize and ensure participation of women entrepreneurs in conferences.
- Support programme's visibility by creating and disseminating success stories and documentaries.
- Support data collection from programme beneficiaries for baseline and end term-term surveys
- Responsible for monitoring and reporting participation on e-learning and programme activities.
- Any other duties as may be assigned by the supervisor.

## **Requirements & Personal Attributes**

- A degree in Social Sciences or Gender Studies.
- At least 3 years relevant work experience in a comparable work environment.
- Experience in gender related aspects/topics and women's empowerment is desired.
- Effective organizational skills, team player, keen attentive to detail and ability to multitask.
- Excellent relationship management and networking skills
- Excellent verbal and written communication and reporting skill
- Knowledgeable of the industrial sector in Kenya
- Background in project management, monitoring and evaluation is an added advantage.
- Excellent technical report writing skills.
- Ability to handle confidential information, using good judgement and discernment.

## **How to Apply:**

Interested and qualifying candidates should complete the online application and submit their CV and application letter only to [hr@kam.co.ke](mailto:hr@kam.co.ke) citing the title “**WIM Program Officer**” in the email subject line to reach us **not later than 31<sup>st</sup> January 2024**. Click [here](#) to apply. **Shortlisting shall be on a rolling basis and only the shortlisted shall be contacted.**